**SPH Appointment Form**

|  |  |
| --- | --- |
| **Appointment Details:** | |
| Division: |  |
| Functional Supervisor:  (for HR workflow – e.g. approving leave) |  |
| Day-to-day Supervisor:  (if different to Functional Supervisor) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Appointment: (Please tick and complete relevant section)** | | | |
| **Casual Appointment** | | | |
| Position Title: |  | | |
| Academic or General: |  | | |
| Salary Level and Increment: |  | | |
| Total Hours: |  | | |
| Start Date: |  | | |
| End Date: |  | | |
| Costing/Chartstring/Account: |  | | |
| Name of Appointee: |  | | |
| **Fixed-Term Appointment** | | | |
| Position Title: |  | | |
| Academic or General: |  | | |
| Salary Level and Increment: |  | | |
| Start Date: |  | | |
| End Date: |  | | |
| Costing/Chartstring/Account: |  | | |
| Hours per week: |  | | |
| Work Pattern (Part Time Only):   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | | Week 1 |  |  |  |  |  |  |  | | Week 2 Pay Week |  |  |  |  |  |  |  | | | | |
| **Fixed Term Employment Reason/s**  (Please tick the appropriate box/s and provide information in the space provided) | | | |
| Specific Task or Project (Name Task/Project)  Externally Funded (Name Funding Body)  Research Only  Replace staff member (Leave/Secondment)  New/Discontinued Program of Study | | | Pre-Retirement (Maximum of 5 Years)  Decrease in Enrolments  Recent Professional Practice (Maximum of 2 Years)  Fixed-term contract employment subsidiary to studentship  Organisational Change |
| Information: | | | |
| **Superannuation: (Please tick)** | | | |
| **17% UniSuper dbp/acc2 (full superannuation) will be funded for the following appointments:**   * Academic and Professional Staff appointments => 2 years and => 18 hours per week * Research Academic and Research Professional appointments => 10 months and => 18 hours per week   **9.5% UniSuper Acc1 (Superannuation Guarantee only) will be funded for the following appointments:**   * Academic and Professional Staff appointments < 2 years or < 18 hours per week * Research Academic and Research Professional appointments < 10 months or < 18 hours per week | | | |
| If eligible for 17% but insufficient funding please specify: | | | |
| **Personal Details** | | | |
| Name of Appointee: | |  | |
| Home Address: | |  | |
| Postal Address: | |  | |
| Date of Birth: | |  | |
| Gender: | |  | |
| Home Phone: | |  | |
| Mobile: | |  | |
| Email: | |  | |

|  |
| --- |
| **Reason for Appointment:** |
|  |
|  |
|  |

**Please note: Paperwork must be submitted with complete documentation within the specified deadlines (located on the** [**SPH Website**](http://www.sph.uq.edu.au/human-resources)**) in order for contracts to be issued, IT Logins to be prepared and for Workers Compensation Insurance to be established.**

|  |  |
| --- | --- |
| **Approval – Supervisor** | |
| **Supervisor Signature:** |  |
| **Supervisor Name:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| **Approval – Head of Division** | |
| **Head of Division Signature:** |  |
| **Head of Division Name:** |  |
| **Date:** |  |